

APPROVED
SEP 16 2015

BOARD OF RECREATION
AND PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 15-208

DATE September 16, 2015

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE EVENTS – AMENDMENT TO PAGEANTRY PROPS AND DÉCOR PERSONAL SERVICES CONTRACT NO. 3487 TO ADD SPRING STREET PARK, EXTEND THE TERM AND INCREASE THE CONTRACT TOTAL.

R. Barajas _____
H. Fujita _____
V. Israel _____

K. Regan _____
*N. Williams now



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve an Amendment to Personal Services Contract No. 3487, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Pageantry Props and Décor, Inc. to continue the rental of stage, sound and light equipment installed, serviced and removed on an as-needed basis subject to the approval of the Mayor and City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the City does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical and feasible to secure the services of an independent contractor;
3. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of these services, competitive bidding is not practicable or advantageous;
4. Find, in accordance with Administrative Code Section 10.5(b)(2), that this contract amendment does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of One Hundred Forty-One thousand, Nine Hundred Forty-Nine Dollars (\$141,949.00);

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5. Direct the Board Secretary to transmit forthwith the proposed Amendment to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form;
6. Authorize the Board President and Secretary to execute forthwith the Amendment, upon receipt of the necessary approvals; and,
7. Authorize the General Manager, or designee, to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY:

Pershing Square is an outdoor concert and event center located in the heart of Downtown Los Angeles at 530 South Olive Street. Pershing Square hosts an array of free programs for the downtown community five (5) days and/or evenings a week during the summer months through early fall and provides an ice rink, with various additional entertainment events, seven (7) days a week during the winter season. The various concert and entertainment events require specific and generic stage, sound and light equipment which are rented, installed, serviced and removed on an as-needed basis.

This contract amendment would add another park, Spring Street Park at 426 South Spring Street Los Angeles, located approximately three and one half blocks from Pershing Square, where events requiring stage, sound and light equipment will be hosted. The yearly and total contract dollars for these services will increase due to the increase in the number of events at Pershing Square and the additional events planned at Spring Street Park. A three (3) year extension to the contract is appropriate while the Request for Proposal (RFP) parameters for the staging, lighting and sound equipment requirements for both parks are assessed over the next two (2) years.

The current contract for rental of stage, sound and light equipment on an as-needed basis at Pershing Square Park (Personal Services Contract No. 3487) was awarded on August 14, 2013 (Report No. 13-217), and this contract, with Pageantry Props and Décor, Inc., was executed for a term of one (1) year with two (2) one-year options to renew, which have all been exercised by the General Manager in amounts not exceeding Twenty-Five Thousand Dollars (\$25,000.00) per year or a total of Seventy-Five Thousand Dollars (\$75,000.00) through the current contract expiration date of August 1, 2016.

Staff recommends extending the term by one (1) year with two (2) one-year options to renew at the sole discretion of the General Manager. Execution of this amendment will increase the not-to-exceed yearly compensation amount by Fifty Thousand Dollars (\$50,000.00) to Seventy-Five Thousand Dollars (\$75,000.00) for year three (3) and for each subsequent year the contract is

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renewed. This amendment will increase the total contract compensation ceiling to a not-to-exceed Three Hundred Fifty Thousand Dollars (\$350,000.00) with an expiration date of August 1, 2019, should all renewal options be exercised.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed One Hundred Thousand Dollars (\$100,000.00) plus increases to the consumer price index, currently set at a maximum of One Hundred Forty-One Thousand Nine Hundred Forty Nine Dollars (\$141,949.00).

Charter Section 1022 Determination

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On June 10, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A). While it was determined that the classifications such as electrician, Maintenance and Construction Helper, and the Carpenter class series may be able to perform the work, it was also found that the Department does not own the type of specialized equipment required and that ownership would be required to train staff on the equipment's proper operation and repair. It is therefore more feasible to contract out the service.

FISCAL IMPACT STATEMENT:

Funding for this contract amendment will be provided from Fund 301, Department 88, Accounts 012M and 015M. There will be no impact upon the Department's General Fund.

This Report was prepared by Nancy Jeffers, Management Analyst II, Finance Division, Service Contracts Group.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers

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CAO: Claudia Aguilar

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3. Work to be performed:

Recreation and Parks is seeking an amendment to its current agreement #K1009 with Pageantry Props & Décor Inc. The amendment will add three, one-year renewal options to the original one-year agreement, and will increase the maximum compensation to \$25,000 per year or a total of \$75,000. The amendment will allow the contractor to continue to provide temporary staging, stage lighting, and sound equipment for entertainment events at Pershing Square Park on an as-needed basis. Examples include stage and speaker platforms, stage trussing, spot lights, lighting boards, microphones, mixing boards and public address systems. The contractor will also provide all needed accessory items such as cables, connection boxes and insurance. The equipment is rented, delivered, installed, maintained, taken down and removed by the contractor and remains the responsibility of the contractor while on park property. The contractor provides repair service or replacement for any equipment in use, if required.

Is this a contract renewal? (amendment) Yes No

4. Proposed length of contract (amendment): To add three, one-year options to renew

Start Date: September 2013

6. Proposed cost of contract (if known): Not to exceed \$25,000 per year or \$75,000 total

7. Name of proposed contractor: LOA No. K1009 with Pageantry Props & Décor Inc.

8. Unique or special qualifications required to perform the work:

The contractor must have enough stock to allow the change-out of equipment when required by special entertainment bookings. The contractor must have the design capability and staff to move in, install, tear down, and move out equipment on an as-needed basis.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

a. Which class(es) and Department(s):

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date

d. Estimated time to fill position(s) through CSC process?

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No

f. Are there City employees currently performing the work? Yes No

10. Findings

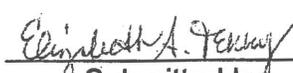
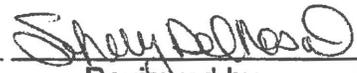
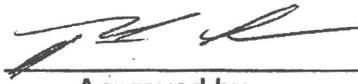
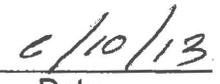
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work.

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

Recreation and Parks seeks an amendment to its current agreement with Pageantry Props & Décor Inc. to continue to provide staging, stage lighting, sound equipment, and related accessories for events at Pershing Square Park on an as-needed basis. There are classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series that may be able to perform the work. However, the Department does not own the type of specialized equipment required, and it would need to possess that equipment in order to train staff on the equipment's proper operation and repair. This is the first 1022 review because the original contract was for \$20,000 and therefore did not meet the 1022 review threshold.

			
Submitted by	Reviewed by	Approved by	Date
Elizabeth A. Terry	Shelly Del Rosario	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	